

28 NOVEMBER 2005

MEMORANDUM    MOWG/CC  
FOR                NCR/CC  
                      HQ CAP/DO  
                      IN TURN

FROM: MOWG/DO

SUBJECT: MISSOURI WING SUPPLEMENT TO CAPR 60-1

1. The Missouri Wing submits the following proposed supplement to CAPR 60-1 for approval.
2. Please note your approval or disapproval of the proposed supplement by circling the appropriate response and signing on the line provided.

APPROVED / DISAPPROVED

APPROVED / DISAPPROVED

\_\_\_\_\_  
SEAN FAGAN, Col, CAP  
Commander, Missouri Wing

\_\_\_\_\_  
STEVEN J. KUDDER, Col, CAP  
Commander, North Central Region

APPROVED / DISAPPROVED

\_\_\_\_\_  
JOHN A. SALVADOR  
Director of Operations, National Headquarters

3. If the proposed supplement is disapproved, please provide an explanation for the disapproval and forward it to this office.

CHRISTOPHER P. MORRIS, Capt, CAP  
Director of Operations, Missouri Wing

Headquarters, Missouri Wing, Civil Air Patrol  
United States Air Force Auxiliary  
P.O. Box 5044  
Whiteman AFB, MO 65305

Missouri Supplement 2  
CAPR 60-1  
Change 2  
1 JANUARY 2006

## Operations

### CAP FLIGHT MANAGEMENT

CAPR 60-1, dated 10 June 04, is supplemented as follows:

**2-1 (p) Added.** Aircraft flown for USAF funded missions are to be utilized in the following priority:

- 1) CAP Corporate Owned
- 2) Member Owned
- 3) Member Furnished - i.e. Rental, Aero Club, etc.

When a corporate aircraft is signed in to a USAF funded mission, it will be immediately refueled and released to the Operations staff for sortie assignment at the direction of the Incident Commander. The aircraft may be assigned to any other current and proficient Mission Pilot and crew in support of the mission.

Member owned/furnished aircraft may be prioritized for use when no corporate assets are available that will meet the needs of the mission. If a corporate asset is not available locally, a member owned aircraft may be used to ferry personnel to a corporate asset for mission use or to a mission base. Any pilot other than the owner/renter shall not fly member owned/furnished aircraft on a CAP flight activity.

**2-2 (d) Added.** Missouri Wing CAP aircraft shall only be operated to and from airports, listed in the current FAA Airport/Facility Directory, that have paved runways and taxiways except as noted. Non-paved airports which do not require authorization from the Director of Operations, or his designee, include the following:

- Marshall (KMHL)
- Chillicothe (KCHT)
- Lincoln (0R2)
- Slater (9K5)
- St. Charles Municipal (3SQ)
- Creve Coeur (1H0)
- Fulton (KFTT)
- Plattsburg (5MO)
- Lexington (4K3)

**2-5 (b) Added.** Missouri Wing pilots and aircraft are hereby authorized to conduct flight operations in adjacent states up to 50 nautical miles from the Missouri border.

Authorization to operate in excess of 50 nautical miles from the Missouri border must be obtained from the Wing Commander, the Director of Operations, or his designee. The pilot shall obtain a confirmation number from the person authorizing the flight and give

the confirmation number to the FRO when getting the flight release. This confirmation number may be obtained via email or telephone.

**2-11 (g) Added.** Any member who has been found at fault for an aircraft incident, accident, violation of CAPR 60-1, and/or applicable supplements, while operating a CAP aircraft, must take a Form 5 check ride with a Check Pilot designated by the Wing Standards and Evaluations Officer prior to resuming CAP flight activities.

**2-13 (o) Added.** Pilots wishing to use member owned/furnished aircraft shall be responsible for providing, and having on board, copies of the items listed in Sections c, e, and f of Paragraph 2-13 (to include the 100 hour inspection if required by 14 CFR), before being permitted to participate in any CAP flight activities.

**2-18 Added.** Missouri Wing General Operating Rules. The following general operating rules apply to all flight activities involving Missouri Wing CAP Aircraft.

- a. Except for take-off and landing, Missouri Wing aircraft shall be operated at or above 1,000 feet AGL.
- b. Each Missouri Wing corporate aircraft shall be equipped with the following loose equipment:
  - (1) Carbon Monoxide Monitor
  - (2) Pitot tube cover and cowl plugs
  - (3) Avionics panel security and/or control lock
  - (4) Baggage tie down net
- c. Any repositioning of Missouri Wing aircraft for extended periods of time shall be coordinated through the Director of Operations and approved by the Wing Commander prior to the aircraft being moved.
- d. The aircraft Pilot Operating Handbook/Airplane Flight Manual shall be placed in an area that is readily accessible to the PIC, without assistance, during all aircraft operations.
- e. For flights in excess of 15 nautical miles from the original point of departure, pilots shall obtain a pre-flight briefing from an approved source such as Flight Service or DUATS.
- f. For flights in excess of 50 nautical miles from the point of departure, an IFR or VFR flight plan shall be filed and activated with a Flight Service Station.

**2-19 Added.** Pilot in Command (PIC) Responsibilities. The following operational procedures are the responsibility of the PIC.

- a. Report any maintenance problems to the Flight Release Officer (FRO), the aircraft manager and annotate in the aircraft information file.
- b. Assure the aircraft is properly secured and serviced, all trash, debris, and bugs are removed from the aircraft and all flight log entries are completed.
- c. Advise the FRO of the ending Hobbs and Tachometer times within one hour of the termination of the flight.
- d. The PIC shall notify the FRO of any B or C category flights which will involve overnight stays. The pilot shall provide the FRO with a contact phone number at the destination. If the destination contact changes, the pilot shall immediately notify the FRO.

- e. The PIC shall notify the FRO as soon as possible of any overnight stays caused by weather or aircraft airworthiness. If the FRO cannot be contacted, the pilot shall contact the following personnel in the order listed: Aircraft Manager, Aircraft's assigned Unit Commander, Director of Operations, Chief of Staff, Vice Commander, Wing Commander.

**3-2 (e) Added.** Check Pilots shall meet these additional qualifications:

- a. Possess at least a current FAA Class III medical certificate.
- b. Be at least 21 years of age regardless of FAA Certificates held.
- c. Have at least 200 hours of dual given or have recommended three applicants for an FAA Practical Test before being appointed.
- d. The Wing Commander, in exceptional cases, may waive the age requirement.

**3-2 (f) Added.** Cadet Orientation Pilots shall be 21 years of age regardless of FAA Certificates held. The Wing Commander, in exceptional cases, may waive this age requirement.

**3-2 (i) Added.** Chief Check Pilot.

- 1. Chief Check Pilots shall hold a current Flight Instructor Certificate and at least a current third class medical certificate.
- 2. Three Chief Check Pilots shall be appointed in Missouri Wing. One in the St. Louis area, one in the Kansas City area, and one in Central Missouri. In addition, the Director of Operations, Current Operations Officer and Operations Training Officer may function as Chief Check Pilots if properly qualified. Additional Chief Check Pilots may be appointed, based upon need, and shall be designated as above.
- 3. The Wing Standards and Evaluations Officer is considered a Chief Check Pilot by virtue of his position.
- 4. Chief Check Pilots shall be designated annually on a Wing Personnel Authorization.

**3-2 (j) Added.** All pilot authorization requests shall be sent to the Director of Operations, Wing Standards and Evaluations Officer, Wing Operations Training Officer, or Wing Current Operations Officer using CAPF 2a for approval. Current copies of the CAPF 5, pilot certificate(s), and medical certificate must be included.

**3-2 (k) Added.** The Director of Operations, or his designee, is designated as the appointing authority for Chief Check Pilots, Check Pilots, Instructor Pilots, Mission Check Pilots and Cadet Orientation Pilots. The Wing Commander will issue a personnel authorization annually. As required, the Director of Operations or the Wing Standards and Evaluations Officer will add members on supplements to the annual personnel authorization.

**3-5 (d) Added.** Chief Check Pilots are authorized to conduct Check Pilot Form 5 flight checks. Chief Check Pilots shall complete the annual Check Pilot Form 5 with the Wing Chief Check Pilot, FAA Designated Pilot Examiner authorized to administer flight

instructor practical tests, CAP-USAF Flight Examiner, or in conjunction with the National Check Pilot Standardization Course. All Check Pilots shall demonstrate instrument proficiency.

**3-5 (e) Added.** Pilots shall demonstrate a precision instrument approach procedure, circling non-precision instrument approach procedure, holding, and at least one partial-panel unusual attitude recovery.

**3-5 (j) Added.** Any member from another Wing, who transfers into, visits or resides in Missouri Wing on a temporary basis, shall complete a local procedure familiarization flight with a Missouri Wing Check Pilot or Instructor Pilot prior to conducting any flight operations. The Wing Standards and Evaluations Officer or Director of Operations may grant a written waiver in exceptional circumstances.

**3-5 (k) Added.** Upon the completion of a CAP check ride, the applicant shall forward one copy of the Form 5 and/or Form 91 to the Wing Standards and Evaluations Officer. This paperwork will be used to validate CAP Flight Management System entries.

**3-5 (l) Added.** A Missouri Wing check pilot who has given a pilot dual instruction in preparation for a CAP check ride shall not administer the check ride to that pilot. The Director of Operations or Wing Standards and Evaluations Officer may approve exceptions, as required, in writing. The following procedures are required when any member fails to successfully complete a Form 5 check ride:

1. The Wing Standards and Evaluations Officer will be notified of the unsatisfactory check ride as soon as possible.
2. The pilot should receive instruction on the areas found to be unsatisfactory.
3. The instructor who conducts the re-training shall not be the check pilot who administered the unsuccessful Form 5 unless approval is granted by the Wing Standards and Evaluations Officer or the Director of Operations.

**3-5 (m) Added.** Unsatisfactory Form 91 check ride

1. The Wing Standards and Evaluations Officer shall be notified of the unsatisfactory check ride as soon as possible.
2. The pilot should receive instruction on the areas found to be unsatisfactory. This re-training training can be accomplished with a highly qualified mission pilot, as designated by the Mission Check Pilot and with the concurrence of the Wing Standards and Evaluations Officer or Director of Operations.

**3-5 (n) Added.** Pilots may request that a flight review be completed in conjunction with a Form 5 check ride. The pilot requesting the flight review must have completed a flight review within the preceding 24 calendar months. The request shall be made with the Check Pilot prior to appearing for the check ride. An unsuccessful Form 5 check ride will result in no flight review endorsement being given. The Check Pilot has complete discretion as to whether a combined Form 5 check ride and flight review will be allowed.

**3-6 (b) Added.** Request for senior member flight training IAW CAPR 60-1 shall be made in writing to the Director of Operations, with final approval from the Wing Commander.

**4-2 (h) Added.** The Director of Operations, his designee, or the Aircraft Maintenance Officer must approve all flights for maintenance purposes flown by members. If a flight is to be a fuel only flight, the flight log shall be annotated as such for that flight.

**4-9 (a) Added.** The Wing Commander shall appoint Flight Release Officers (FRO's) in writing. The Director of Operations shall forward a list of FROs to the wing commander for his signature.